Printing a Cognos Report

Tip: To avoid printing on the "500" paper inventory, you can add plain paper to **Tray 2** of the RTS printer or pull down Tray 1 (the manual feed tray) and load it with plain paper.

1. In the *Cognos Viewer* page, click the 🖶 (print) icon from the Adobe toolbar at the top of the displayed report. If the report is in your **My Folders** tab, click the report name to display it in the *Cognos Viewer* and then click the 🖶 icon.

2. On the **Print** pop-up to send the report to the:

    • **Default Tray** on your RTS printer, click **RTS-Tray 2** from the **Printer** drop-down list and then click the **Print** button.

    • **Manual Feed Tray** of your RTS printer, click **RTS-Tray 1** from the **Printer** drop-down list and then click the **Print** button.